

Retention and Classification Report

Agency: Canyons School District (Utah). Silver Mesa Elementary School
(3599)
8920 S 1700 E
Sandy, UT 84093
801-826-9400

Records Officer

28031	Attendance reports
28030	Grade roll books
28032	Office reports

AGENCY: Canyons School District (Utah). Silver Mesa Elementary School

SERIES: 28031

3

TITLE: Attendance reports

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain 3 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/10/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal

AGENCY: Canyons School District (Utah). Silver Mesa Elementary School

SERIES: 28031

TITLE: Attendance reports

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Silver Mesa Elementary School

SERIES: 28030

3

TITLE: Grade roll books

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 07/10/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Silver Mesa Elementary School

SERIES: 28032

3

TITLE: Office reports

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/10/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99